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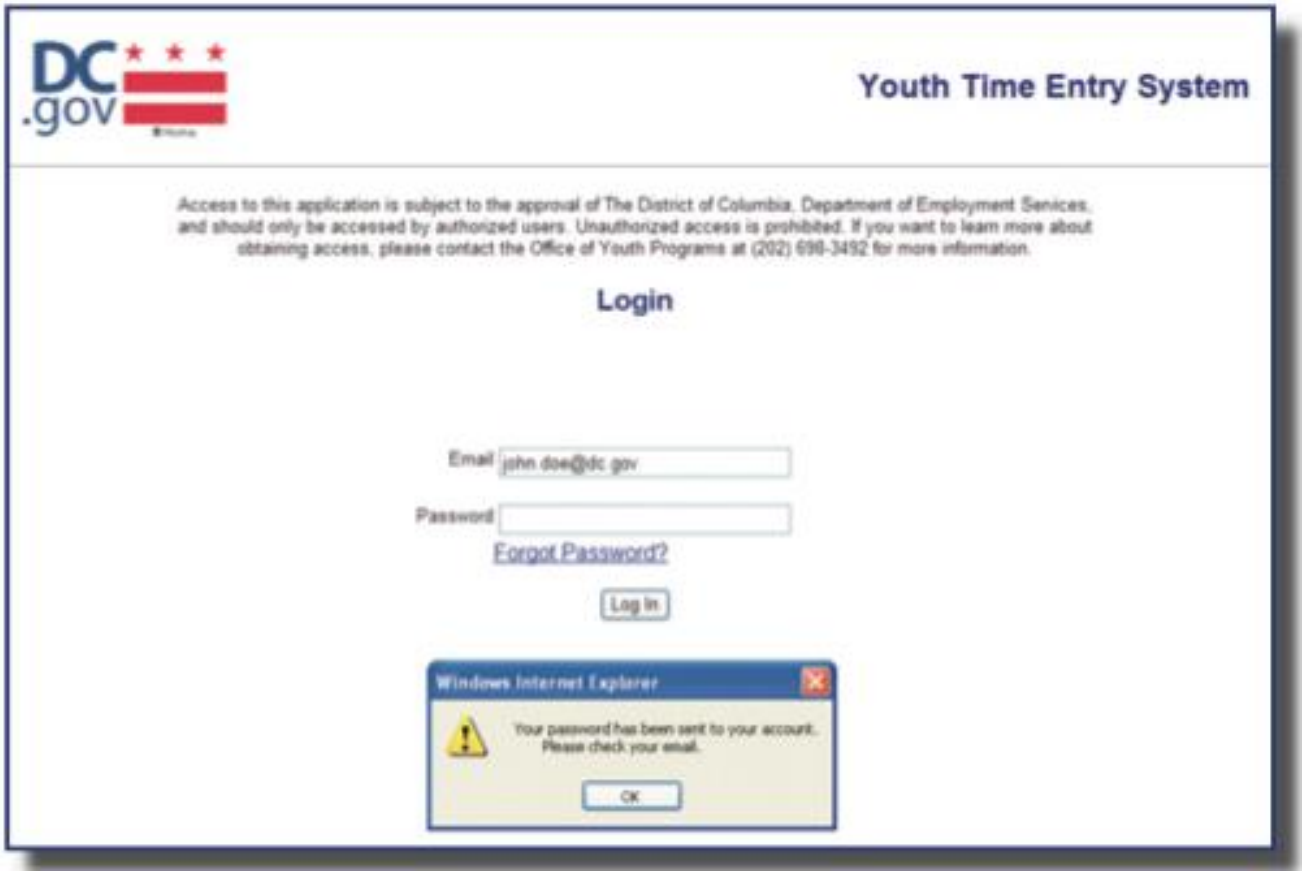
Mayor Vincent C. Gray's One City Summer Youth Employment Program

How to Enter Time for Youth

Step-by-step Instructions for the DOES Time Management System (TMS)

1) Go to www.summerjobs.dc.gov and click the "Employer" button. Click the link under the "Time Entry Information" heading.

2) Log in using your email and the password sent to you via email. If you forgot your password, enter your email address and click "Forgot Password" and your password will be sent to you.



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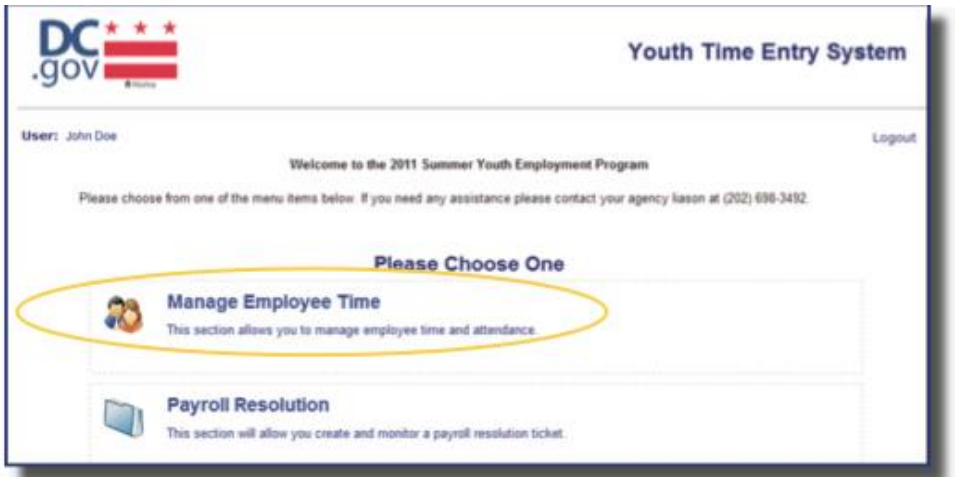
3) To enter time for a youth employee, click "Manage Employee Time".



4) You will be able to view the names of all youth assigned to the worksite(s) you are responsible for within your agency/organization. You can sort by Name, Age, or any other column you desire. You can also search for a specific youth by name by entering them in the search box. Once you have identified a youth who you would like to enter time for, click where it says "View" next to their name.

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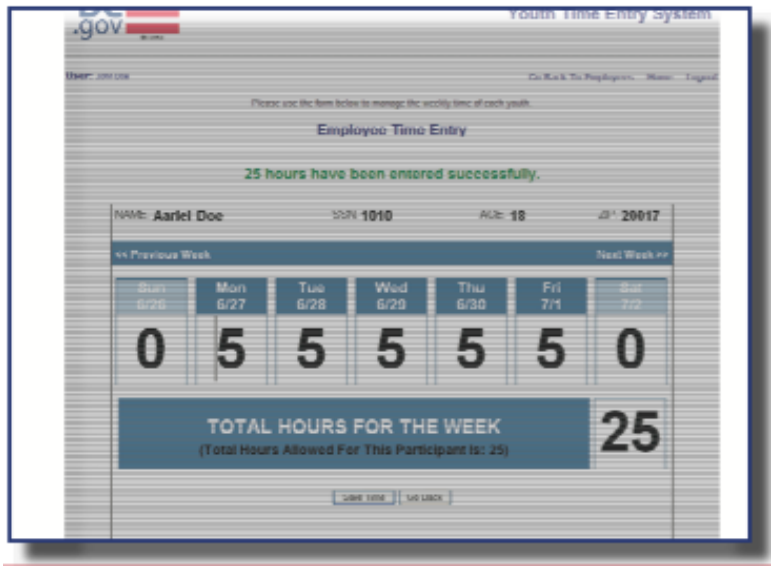
5) Enter the total number of hours worked each day within the week displayed. The total number of hours will populate as you enter each day. You are permitted to enter time in whole or half hour increments only (.0 or .5).

* REMEMBER – Youth are not permitted to receive compensation beyond the total maximum hours allowed by the program. If you try to submit time for more than the allowable hours, the total will become red and you will not be able to submit time for that youth until the hours are adjusted.

If you have entered an appropriate amount of hours, the total will be in black. Click "Save Time" and you will receive a "success" message.



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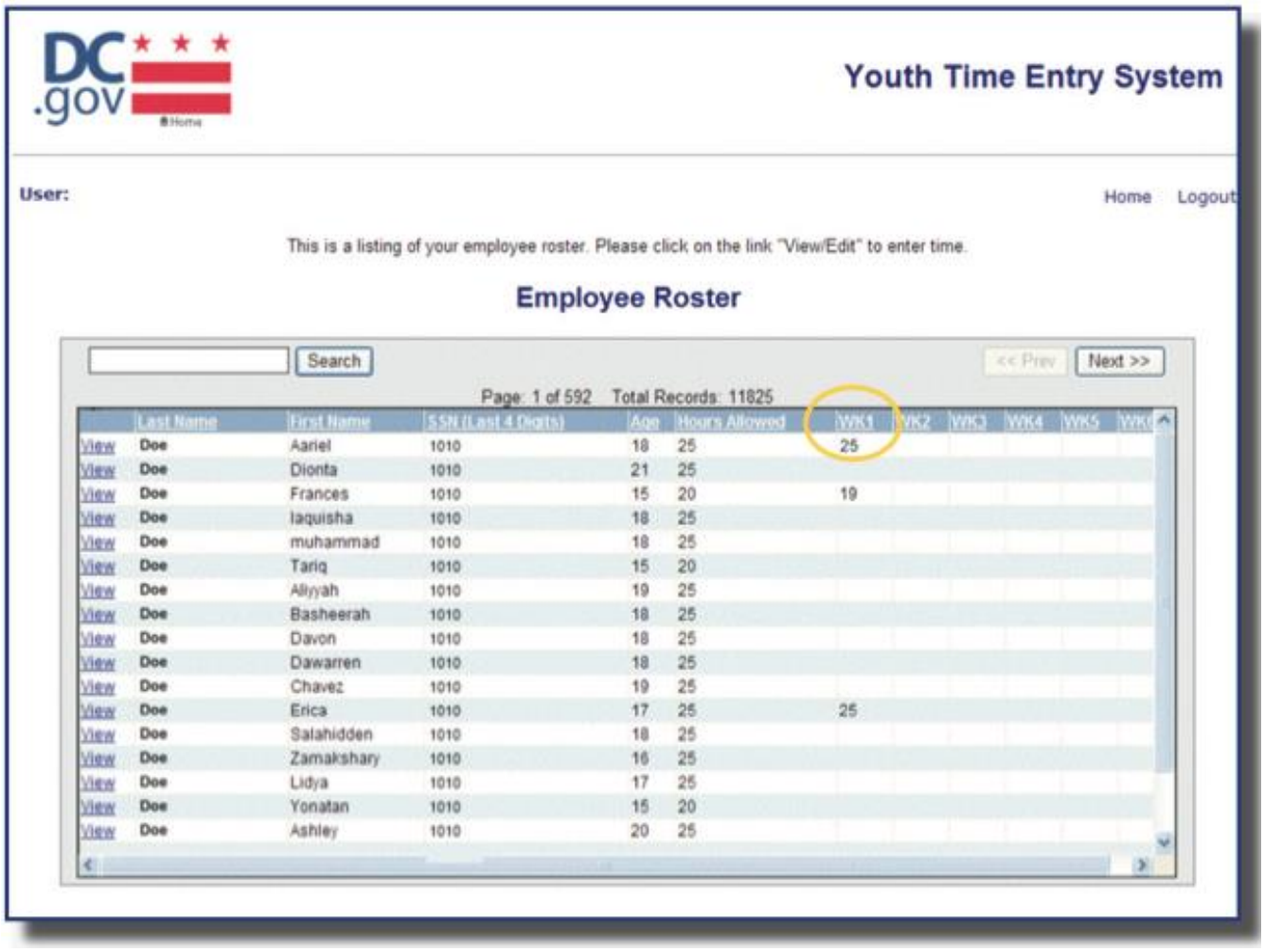
6) Once time has been entered, click "Go Back" to return to the main screen and employee roster. You will now see that the total number of hours you entered is visible in the appropriate column for that week. You may now proceed to enter time for the next youth employee.



	Last Name	First Name	SSN (Last 4 Digits)	Age	Hours Allowed	WK1	WK2	WK3	WK4	WK5	WK6
View	Doe	Aariel	1010	18	25	25					
View	Doe	Dionta	1010	21	25						
View	Doe	Frances	1010	15	20	19					
View	Doe	Iaquisha	1010	18	25						
View	Doe	muhammad	1010	18	25						
View	Doe	Tariq	1010	15	20						
View	Doe	Aliyyah	1010	19	25						
View	Doe	Basheerah	1010	18	25						
View	Doe	Davon	1010	18	25						
View	Doe	Dawarren	1010	18	25						
View	Doe	Chavez	1010	19	25						
View	Doe	Erica	1010	17	25	25					
View	Doe	Salahidden	1010	18	25						
View	Doe	Zamakshary	1010	16	25						
View	Doe	Lidya	1010	17	25						
View	Doe	Yonatan	1010	15	20						
View	Doe	Ashley	1010	20	25						

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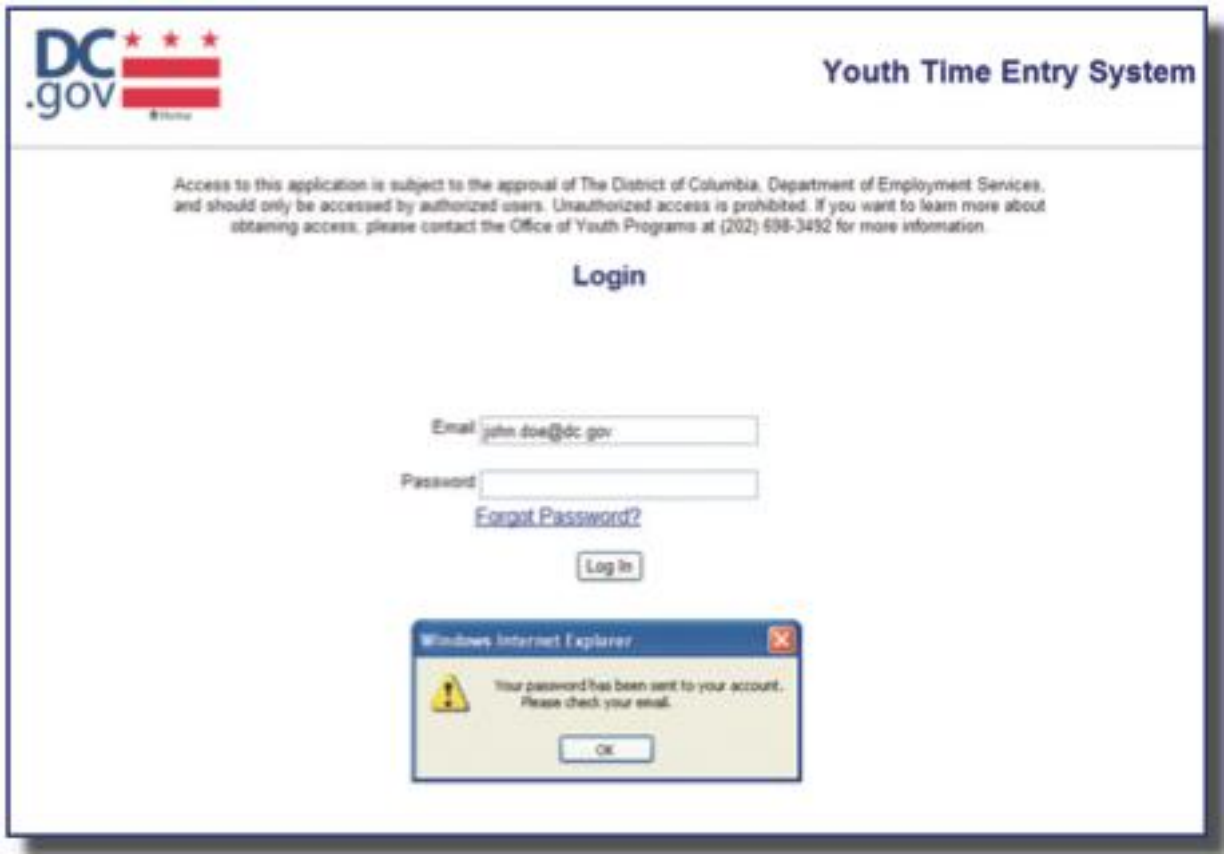
How to Enter a Pay Problem Resolution Ticket for a Youth Employee

1) Go to www.summerjobs.dc.gov and click the "Employer" button. Click the link under the "Time Entry Information" heading.

2) Log in using your email and the password sent to you via email. If you forgot your password, enter your email address and click "Forgot Password" and your password will be sent to you.



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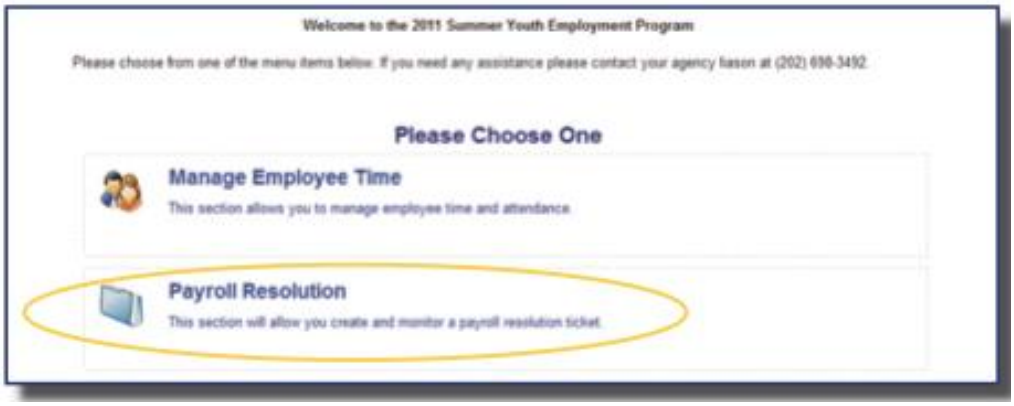
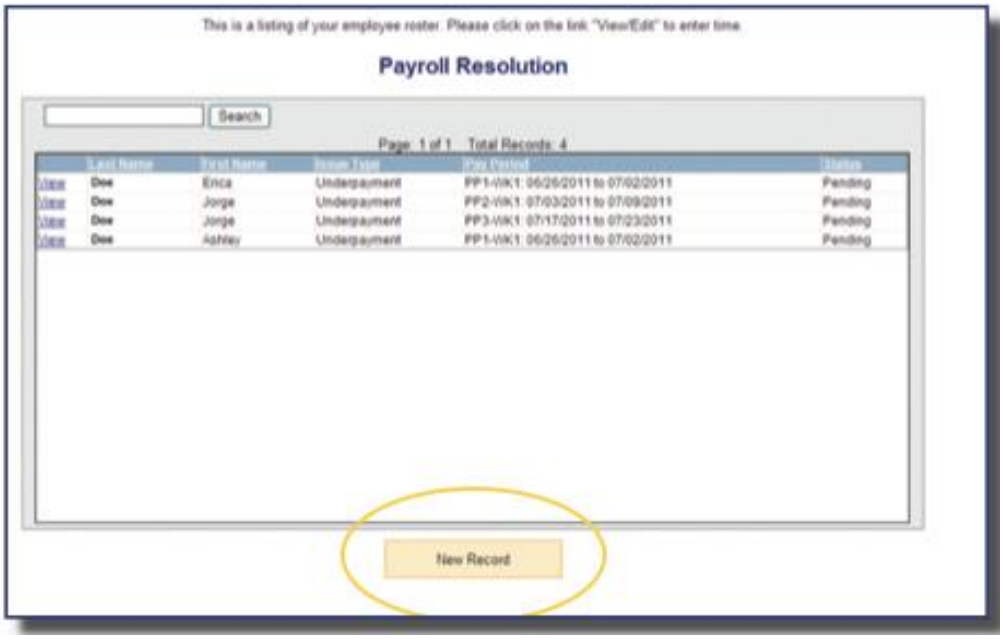
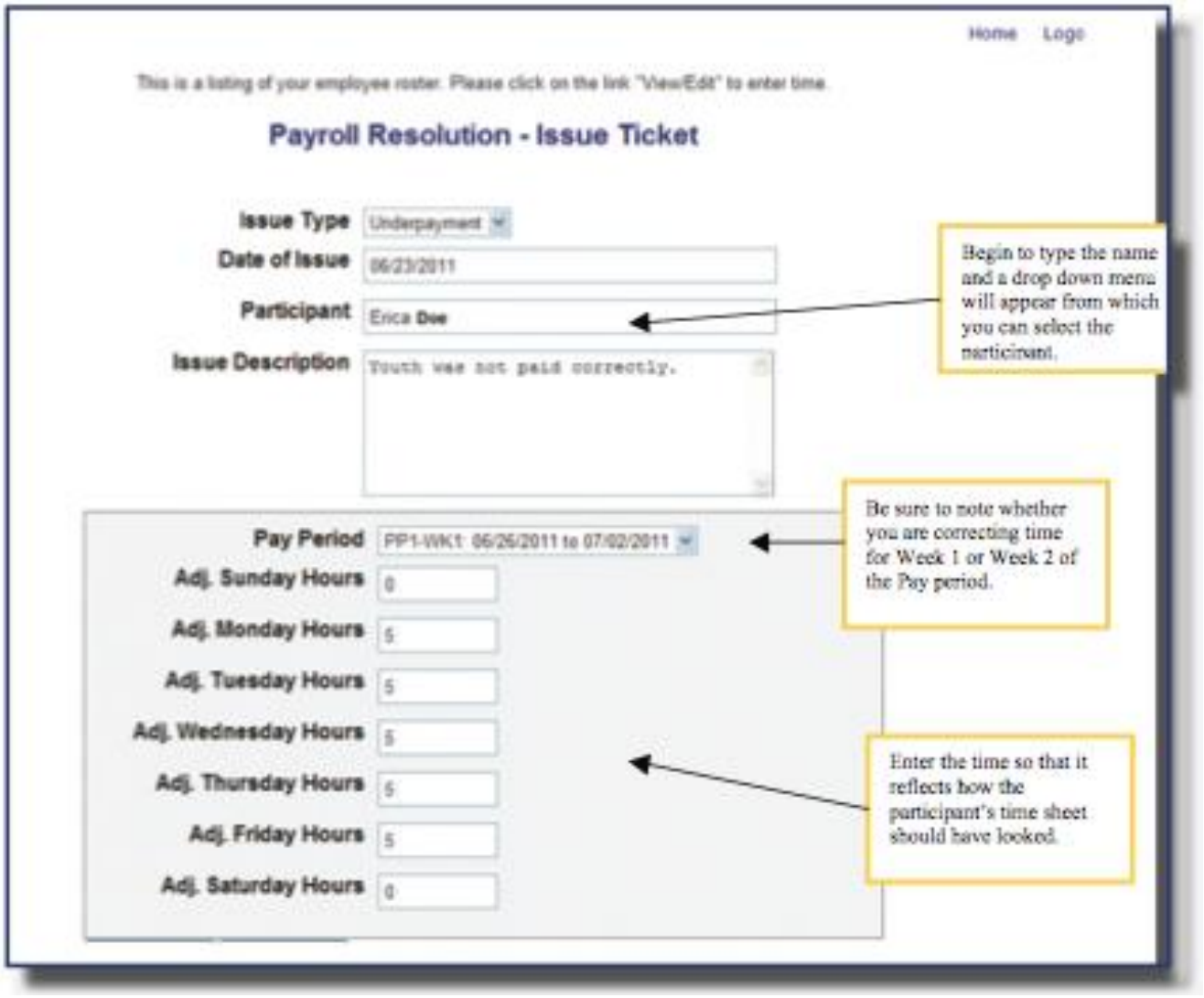
3) To enter a pay resolution ticket for a youth employee, click "Payroll Resolution".



4) Scroll to the bottom of the page and click "New Record".



5) Enter the appropriate information (Date of Issue, Type of Issue, Participant Name, Issue Description, and the Pay Week during which the issue occurred). Enter the ***total number of hours worked by the youth on the specified days*** and once you are done, click "Save",



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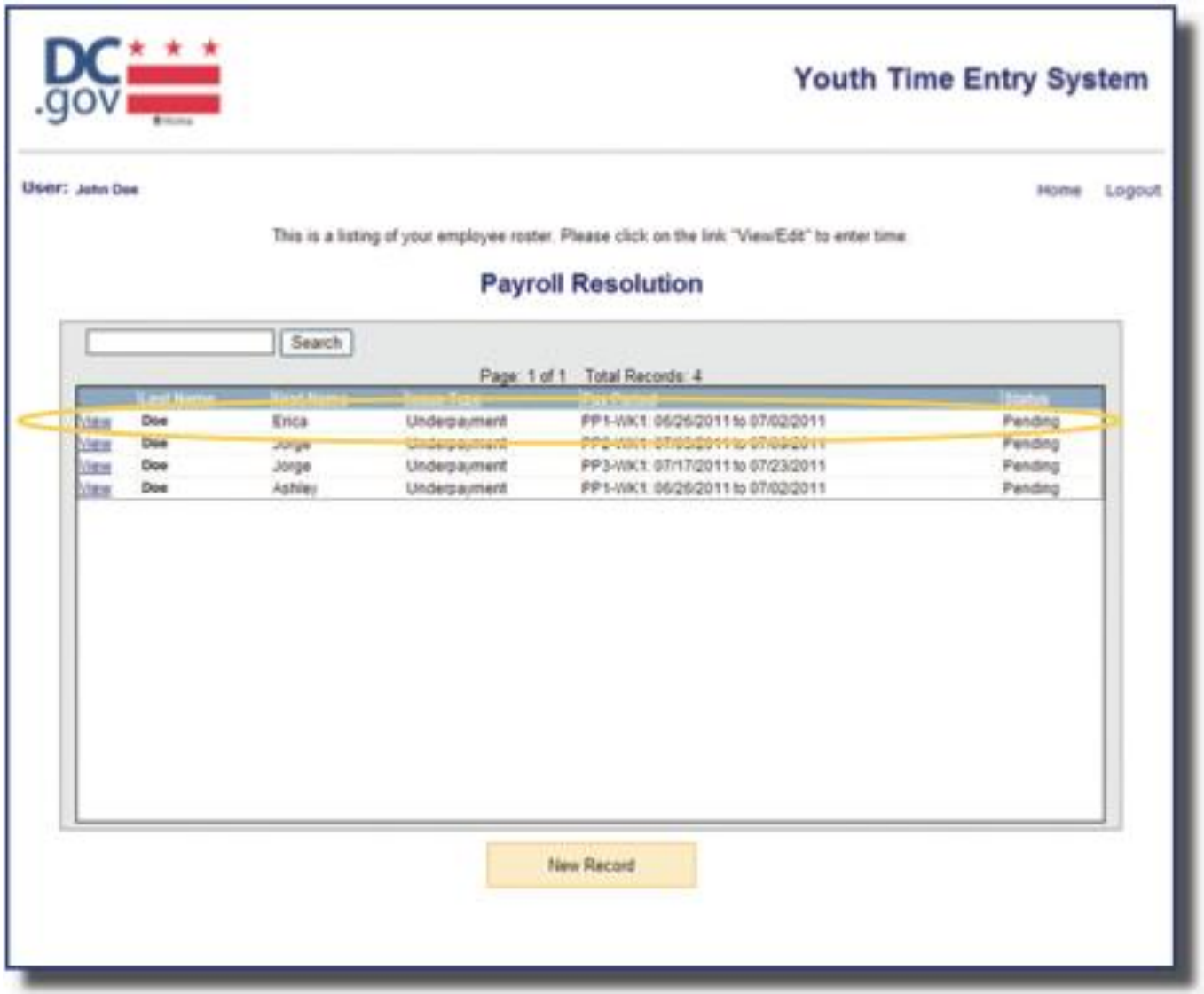
6) When you return to the home screen you will see that your request is now in "Pending" status. When the request is approved or denied, you will be able to see it directly from the home screen. Once a request is approved, youth can expect to receive their pay within about 48 hours.



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